



## Volunteer at Events to Set Up and De Rig role profile

<b>Location:</b>	Various locations
<b>Supervisor:</b>	Community Engagement Manager

### The role:

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Within the fundraising team, we organise many events to help us both raise awareness of our services and raise the money that means we can support our patients and their families. We are a small staff team and rely heavily on the support of volunteers to help us set up and de rig at various events.

As a small charity we are unable to pay expenses for all roles however we want to make our volunteering opportunities as inclusive as possible. If there are any barriers that prevent you from volunteering with us, please contact Jill Hill, Voluntary Services Manager, to chat through how we can help. Please contact either [jill.hill@KHH.org.uk](mailto:jill.hill@KHH.org.uk) or call 01295 816477.

### Tasks include:

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- Setting up and de rigging various event related equipment, such as marquees, gazebos, tables, signage and laying out courses
- Other equipment may also be required
- Transporting equipment in your vehicle or another volunteer's vehicle from Katharine House to the event site

### What we're looking for:

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- To undertake this role you will need to be physically fit as there will be much manoeuvring of equipment and manual handling involved
- Committed to being reliable
- Someone who takes pride in their work, who is proactive and enthusiastic
- Excellent people skills, friendly, approachable and courteous
- A positive attitude towards making events a success for the Hospice and its supporters
- Able to work independently and as part of a team and to use initiative appropriately
- Adhere to volunteer guidelines, risk assessments, policies and procedures, including manual handling
- Committed to our values of compassion, inclusivity and sustainability
- Being able to drive and access to a large vehicle would be a bonus

### Volunteer benefits:

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By volunteering for Katharine House you will be helping us make every moment matter for our patients and their loved ones. We can't do what we do without you. In addition to making a difference you can expect to gain or enhance the following:

- Satisfaction of giving back and supporting our hospice
- Experience and knowledge of events best practice



- The benefits associated with being part of the Katharine House volunteer team

### **Training:**

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- Manual handling training
- Training specific to the event on site
- Opportunity to attend Volunteer Welcome Session at Katharine House

### **Practical considerations:**

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- Minimum age 18
- Events will be varied in terms of location, frequency, timing and day of the week, although weekends are most usual
- Time commitment will be one or two hours at the beginning and then again at the end of an event
- Most of the events will be held outside so suitable clothing appropriate to the weather is required
- The role will be working with other volunteers and there will be potential interaction with members of the public
- Support will be provided by the Katharine House Community Engagement Team
- You will be provided with an ID badge to wear

### **How to apply:**

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Download and fill in the application form from the website, returning it to Voluntary Services at [volunteering@KHH.org.uk](mailto:volunteering@KHH.org.uk)